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Executive Registry

78-4699/3

15 May 1978

MEMORANDUM FOR: Director of Central Intelligence

FROM : Deputy Executive Secretary

SUBJECT : Status Reports on Advisory Group Suggestions

STAT 1. To complete your 24 February request for progress reports on the suggestions submitted to you during your first round of meetings with employee advisory groups, I have reviewed the remaining papers submitted by the following groups: The [redacted] Panel," 26 April 1977; The Summer Interns, 14 July 1977; The DDO Management Advisory Group, 29 July 1977; The Student Trainees, 1 September 1977; and two Midcareer Class Panels, one 30 November 1977 and one undated.

2. These meetings took place before the current system for staffing out suggestions evolved. No staff members were present at several of the sessions, which were designed to be frank exchanges between you and the groups. Finally, many of the suggestions duplicate those of other groups, and you have already received status reports on them,

3. The attached summaries of actions taken on selected recommendations from the student trainees and student interns, therefore, complete the progress reports on your first round of meetings with employee groups.

STAT Attachment:  
As stated

STAT cc: DDCI

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Summary of Progress Made on Recommendations Submitted by Summer Interns  
(14 July 1977) and Student Trainees (1 September 1977)

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1. Decrease the 3-9 month time lag that occurs between the time a trainee graduates and the time he/she enters on duty with the Agency.
  - In a 9 September 1977 memo to the DCI Mr. Janney explained
    - if mutually agreeable, staff employment processing can be initiated following the student's last work period, facilitating his/her reporting for permanent employment immediately after graduation
    - time lags result from indecision on the part of the student about seeking full-time Agency employment or from the lack of an immediately available position. Processing is delayed accordingly, resulting in possible time lags.
2. Liaison is needed between the Co-op Office and students to resolve such problems as housing and job changes; an orientation program should also be established to
  - inform students about what is going on in the rest of the Agency
  - inform other offices about the co-op program.
  - The Office of Personnel responded that
    - periodical meetings are held with student trainees to resolve the above problems
    - STAT  provides the students an overall Agency orientation
    - panels of former student trainees who are now staff employees answer their questions
    - employees are asked if they are willing to rent rooms to students

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--articles on the program have  
been published in the DDA  
Exchange

--Agency personnel offices  
have been briefed on the  
Student Trainee Program.

3. Eliminating reimbursement of summer interns for transportation costs will damage the geographic and economic distribution of the program.

--On 23 August the DCI approved payment of travel expenses  
for Graduate Fellows.

4. The Intern Office should provide a statement of the goals and aims of the Intern Program to division and branch chiefs before the latter accept interns.

--This is done.

5. Branch Chiefs should provide job descriptions to the Intern Office; communication among branch chiefs, administrative offices and the Intern Office should be coordinated.

Per the Office of Personnel:

--The Intern Office does not receive  
job descriptions but is informed  
of the required academic training  
and qualifications for positions  
and the kinds of projects to be  
assigned.

--Checks are made to see that students  
are involved in projects compatible  
with their academic backgrounds.

--Constant dialogue takes place between  
administrative officers and the  
Coordinator for Student Programs.

6. Some interns did not receive a pay check for 5 weeks.

Per the Office of Personnel:

--An administrative error took place  
last year causing one person to  
wait 5 weeks for a check.

--Steps have been taken to preclude  
a recurrence.

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7. An intern health insurance policy should be reintroduced.

Per the Office of Personnel:

--Civil Service regulations prohibit granting Federal health benefits to those employed by the government for less than a year and a day.

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